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## Collaborative Teaming



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## Characteristics of Collaboration

- Is Voluntary
- Everyone's Ideas Are Valued
- Requires a Mutual Goal
- Includes Shared Decision Making
- Based on Shared Resources
- Shared Responsibility of Outcomes

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All team members bring their own  
unique experiences, background,  
and agenda's to the table.



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## Goal is Consensus

- Not Like Voting
- Give and Take
  - Many times it “takes”
- Compromise exists as people get the opportunity to state their point of view
- Everyone gets “something” although concessions are made



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# Personality IQ

*What color are you?*

Orange.....

Gold.....

Green.....

Blue.....



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## Orange- Activator

*“Life’s a gift. Live in the moment.”*

### Attributes

- Adaptable
- Flexible
- Charming and Witty
- Easy-Going Nature
- Loves the Spotlight
- Stretches Boundaries

### Leadership Skills

- Good in Crisis
- Quick to Make Decisions
- Open to Change
- Action Oriented
- Here and Now Solutions

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## Orange- Activator

*“Let’s Go for it now!”*

### Temperament

- Upbeat Manner
- Energetic
- Adventuresome
- Doesn’t Like Waiting
- Needs Choices

### Stresses

- Deadlines
- Too Many Rules
- Sitting at a Desk
- Lack of Fun

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## Gold- Organizer

*“It should be this way.”*

### Attributes

- Hard Working
- Follows Rules
- Appreciates Service
- Organized
- Researcher
- Pays Attention to Details

### Leadership Skills

- Always Prepared
- Dedicated
- Responsible
- Loyal
- Cautious Decision Maker
- Maintains Structure

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## Gold- Organizer

*“The Golden Rule is my way of life.”*

### Temperament

- Likes Recognition
- Wants Facts
- Needs to Understand the Benefits

### Stresses

- Disorganization
- Chaos
- Irresponsibility
- Quick Change of Details
- Too Much Confusion

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## Green- Analyzer

*“My work is play.”*

### Attributes

- Loves Learning
- Abstract and Analytical Thinking
- Strives for Competence
- Has Many Interests
- Avoids Small Talk

### Leadership Skills

- Sees the Big Picture
- Complex Thinker
- Explores All Possibilities Before Making Decisions
- Conceptual- Visionary
- Analytical- Gathers All the Facts

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## Green- Analyzer

*"I believe my creativity starts when choices end."*

### Temperament

- Investigator
- Quiet
- Independent
- Complex
- Inventive
- Dislikes Complex Relationships
- Exhibits Competence

### Stresses

- Emotional Outbursts
- Chit-Chat
- Lack of Independence
- Routine, Repetitive Assignments
- When others do not think they are correct

## Blue- Peacemaker

*"Somewhere over the rainbow."*

### Attributes

- Avoids Conflict
- Cause Oriented
- Daydreamer
- Makes Decisions Based on Feelings
- Open and Warm
- Personable

### Leadership Skills

- High Integrity
- Needs Purpose
- Easy to Talk To
- Democratic
- Team Builder
- Encourages Others



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## Blue- Peacemaker

*“Seeking truth and meaning is the purpose of life.”*

### Temperament

- Fulfilled Through Helping Others
- Sensitive and Spiritual
- Emotionally Sensitive
- Needs Reassurance and Acceptance
- Has Few but Close Friends

### Stresses

- Negative Criticism
- Gossip About Them
- Paperwork
- Deadlines
- Insincerity
- Stretching of the Truth

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A rainbow of personalities allows for enriching conversations needed for growth!

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## RTI Leadership/Core Team Roles

### Orange

Provide fun and entertainment, lighten things up  
Drive decision making  
Great person to lead the meeting

### Gold

Organize agenda  
Take detailed minutes  
Great with follow-through

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## RTI Leadership/Core Team Roles

### Green

Makes sure all the possibilities are explored  
Appreciates having the agenda ahead of time  
While they don't always have a lot to say, when they do  
share listen carefully because it is usually a very good  
point

### Blue

Will provide treats for the meeting  
Willing to compromise  
Sensitive to others needs

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Talk about the positive qualities  
of each member of your  
leadership team.

How can these qualities be  
capitalized upon?

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## Trouble in an RTI School Activity

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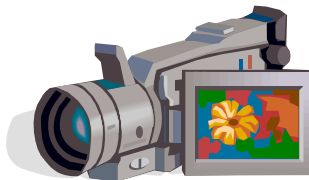


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Talk through the discussion  
questions with your team.

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## Collaboration Analysis and Framework Video



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## ABC School Meeting Protocol

1. Develop Clear Meeting Goals
3. Shared Commitment by the Team
5. Shared Responsibility for Decisions and Outcomes
4. Everyone has Equal Voice

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## Questions

Have you established a team protocol?

If yes, what are they. Is everyone satisfied with this. Is there anything missing?

If no, brainstorm at least four possible protocols your team might want to establish.

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## Questions

Does your team have a shared vision?

If yes, what is it?

If no, talk about what that might be?

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## ABC School Team Roles

- Facilitator
- Note Taker/Scribe
- Time Keeper
- Food Czar
- Celebrator

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## Role of a Facilitator

### Facilitator

- Stick to the issues, not individual personalities
  - Be aware of what each person brings to the table
- Be prepared
  - Issues can become complex, be ready for anything
- Keeps process going
- Recognizes when constraints are blocking consensus and makes adjustments as needed

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## Role of the Case Manager

- Brings all of the information about the student
  - Come prepared with all the facts
- Makes sure all who work with this student are present
- Presents the data and the problem that needs to be solved

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## Time Keeper

- Monitors Time
- Provides Gentle Reminders When Time is Almost Up
- Stops Everyone When Allotted Time is Up
  - Suggest that topic is placed on the scheduled to be revisited at a future meeting

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## Scribe

- Takes notes during the meeting
- Types up the notes and makes sure each team member receives a copy of the notes after the meeting

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## Other Roles

- Food Czar
  - Brings a snack for all to share
- Celebrator
  - Comes prepared to quickly share two items worth celebrating since the last meeting.
- Others?

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## Questions

- Does everyone agree that it is a good idea to use a shared leadership model in which members take turns fulfilling different roles each meeting?
  - If yes, how will you identify who will fulfill each role at the meetings?
  - If no, develop another that plan would work better for your team?
- Do you have job descriptions identified so that everyone knows what the expectation is when they are assigned a role?

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## RTI Leadership/Core Team Roles

- Facilitator
- Case Manager
- Time Keeper
- Scribe

*Talk about the strengths  
of each color in each of  
the roles of the  
leadership team?*

Orange.....  
Gold.....  
Green.....  
Blue.....



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## Creating a Good Meeting Agenda

### Topics for Discussion

- 1.
- 2.
- 3.

### Action Items

- 1.
- 2.
- 3.

### Roles for Members:

Facilitator-  
Time Keeper-  
Scribe-  
Case Manager-  
Food Czar-  
Celebrator-

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Change is a given, growth is  
optional.

Author Unknown

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